

November 10, 2011

## PERSONNEL COMMITTEE MEETING MINUTES

At 6:00 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, William Murray, and Deborah Christen. Barbara Reynolds was absent.

### On-going Business:

1. Public Comment: None.

### Current Business:

1. Town Meeting Article: Discussion about placing an article on the warrant of the upcoming Special Town Meeting to amend Article XV of the Town's By-law entitled "Salary Administration Plan of the Town of Lunenburg" (copy on file in the Selectmen's and Town Clerk's office), by modifying the section Alphabetical Listing of Class Titles to add new job titles and remove obsolete titles, or take any other action relative thereto. LPC voted unanimously to submit the above proposed article for the Special Town Meeting ((1<sup>st</sup>- William, 2<sup>nd</sup> - Deb).
2. Next Meeting Agenda: Standard On-going (Public Comment, Personnel Actions/Approvals, Personnel Change/Hiring Notifications, and Review of Previous Minutes) and Current Business to include Job Description Format Discussion, Discussion on, Review of Progress and Assignments of LPC Initiatives for 2011, Town Report, Articles for Annual Town Meeting, and Next Meeting Agenda.

The next scheduled meeting will be on November 15, 2011 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned (Deb 1<sup>st</sup>, William 2<sup>nd</sup>) at 6:06 p.m.

Respectfully submitted,



Deborah Christen, Secretary